

Retention and Classification Report

Agency: Carbon County (Utah). County Clerk (234)

Carbon County Courthouse
120 East Main
Price, UT 84501
435-637-4700

Records Officer

14765	Business license applications
06038	Cemetery records index
23393	Marriage license indexes
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AGENCY: Carbon County (Utah). County Clerk

SERIES: 14765

3

TITLE: Business license applications

DATES: 1960-

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 23.

AUTHORIZED: 12/03/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 14765

TITLE: Business license applications

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f)

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6038

3

TITLE: Cemetery records index

DATES:

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23393

3

TITLE: Marriage license indexes

DATES: 1894-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This series consists of index books that index the names of individuals obtaining marriage licenses in Carbon County.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23395

3

TITLE: Marriage license record books

DATES: 1894-

ARRANGEMENT: Chronological

DESCRIPTION:

The county clerk copied the couple's marriage license in to register books. Information includes bride and groom's names and signatures, the official performing the ceremony, witnesses, and date.

RETENTION:

Retain Permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 12/05/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Carbon County (Utah). County Clerk

SERIES: 23395

TITLE: Marriage license record books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6341

3

TITLE: Marriage licenses

DATES: i 1894-

ARRANGEMENT: Chronological, thereunder numerical by license number

DESCRIPTION:

This series contains copies of the marriage licenses granted in Carbon County. This information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 6341

TITLE: Marriage licenses

(continued)

APPRAISAL:

Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County (Utah). County Clerk

SERIES: 28207

3

TITLE: Personnel Files

DATES: 1955-

ARRANGEMENT: Chronological by date of employment and thereunder alphabetical
DESCRIPTION:

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain in office 65 years from date of employment or 3 years after retirement or death, whichever is earliest (UCA 49-11-602)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 20.

AUTHORIZED: 02/21/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years or until it otherwise meets retention or until microfilmed and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office for 65 years or until it otherwise meets retention or until microfilmed and then delete.

AGENCY: Carbon County (Utah). County Clerk

SERIES: 28207

TITLE: Personnel Files

(continued)

APPRAISAL:

Administrative

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3732

3

TITLE: Warrants

DATES: 1897-

ARRANGEMENT: Numerical by warrant number

DESCRIPTION:

The actual warrant or check cut from a warrant request. A warrant must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the county executive" (UCA 17-19-3 (1995)).

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Carbon County (Utah). County Clerk

SERIES: 3732

TITLE: Warrants

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(f) (2008)